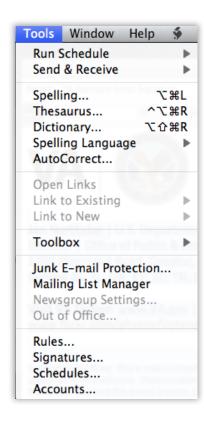
Creating an Email Signature

Creating a common email signature is a quick and easy way to maintain VA's branded look and feel. Review the directions below to create your own VA signature.

Open Outlook, and select "Tools" and scroll down to "Signatures..."



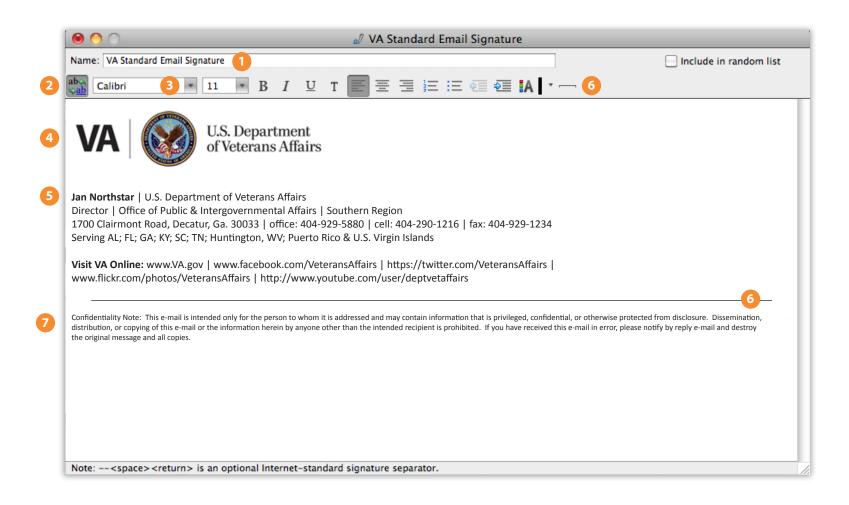
Select "Signatures..." and a dialog box will appear. Click the green button to create a new Signature.



Creating an Email Signature continued...

- Name your new Signature file.
- 2 Click your HTML email signature button
- 3 Set Calibri or another sans serif font as your signature font. Size should be 11 point.
- 4 Open the logo called: VA_Logo_SM_EmailSignature_FINAL.jpg and copy and paste it into the box as shown.

- 5 Type your office data. The name and Visit VA Online is Calibri bold.
- 6 The line between the Visit VA Online section and the Confidentiality Note is indicated below.
- 7 The Confidentiality Note is 8 point type.



Creating an Email Signature continued...

When opening a new email, simply indicate which signature you want to use.

Your signature will appear and you can type into the email as usual.

